



Template General Data Protection (GDPR) Policy and Privacy Notice of the [local Group Name] of TR Owners Club Ltd Trading as The TR Register 25th May 2018

GDPR is new EU-wide data protection legislation, which the UK government has adopted. These regulations will be overseen by the ICO the UK's independent authority set up to uphold information rights.

The [local Group Name] respects personal privacy and we will only use personal information in the way we describe in this notice. When using your information we aim to be fair and transparent, and to follow our obligations under UK data protection laws. Personal information is only used for administering group membership, activities and competitions. We will not share personal data with third parties.

Awareness.

The Group Leader, Membership Secretary and Social Secretary must be aware of the requirements and impacts of the General Data Protection Regulations and be familiar with the club's policies and guidelines. To enable the TR register to share membership details, the local group leader must;

- Review this policy annually and send signed copies to the TR Registers office.
- If there is a change of Group Leader or local group data processor (Membership Secretary) this policy must be reviewed and amended with the new names of the controller and processor and signed copies sent to the TR Register's office.

The Group Leader [Name of GL] is the Controller. The controller determines the purposes and means of processing personal data and is responsible for, and must be able to demonstrate, compliance with the GDPR principles. <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

The local group's membership secretary [name of MS] is the data processor. The processor is responsible for processing personal data on behalf of a controller and is required to maintain records of personal data and processing activities and may have legal liability if they are responsible for a breach.

https://icosearch.ico.org.uk/s/search.html?query=maintain+records&collection=ico-meta&profile=_default

Information The Local Group Holds.

The [local groups name] data processor will hold personal data of TR Register members on a secure IT system [add details of the system]. The IT system must be kept secure and can only be accessed by the data processor, the group leader and the social secretary. The local group holds the following personal data on current members, and non-member volunteers;

- Name
- Address
- Telephone Number(s)
- Email addresses
- Membership status (Member, Family Member, Youth Member)
- Membership number

This information comes from the TR Register office and the data subjects. Any transmission of personal data between the TR Register office and the local group is to be via a password protected "excel" spreadsheet. Data will only be shared with the TR Register office.

Personal data must be deleted once a person's membership expires.



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Communicating privacy information

The group leader will review the local group's "general data protection policy/privacy notice" annually and send a copy to the TR Register.

Individuals' rights

Unless subject to an exemption [under the GDPR], you have the following rights with respect to personal data: -

- The right to request a copy of your personal data which the [local group name] holds about you and a list of locations that data is held and shared with;
- The right to request that the [local group name] corrects any personal data that is found to be inaccurate or out of date;
- You may ask us not to process your information for marketing purposes.
- You may ask us to stop using your information, and to delete it, If you ask us to do this we will not be able to communicate with you and continue our contract with you.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office (www.ico.org.uk).

Member's personal data can be added, amended or deleted by the group's data processor.

Subject access requests

All data and processing requests will be dealt with by the local group's data processor with a target to respond to any request within 28 days.

Lawful basis for processing personal data

The [local group] consider "legitimate interests" [GDPR Article 6(1)(f)] as a lawful basis to process members and volunteer's data. The [local group] believes this basis is the most appropriate to enable the group to function and maintain its long standing operating model, keeping membership lists, informing members of benefits, events, competitions, activities, by post, telephone, and electronic means.

Children

The only children members (under the age 18) will be family members. They will not have access to the members website nor be given any form of on line services and cannot vote.

Data breaches

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Any data breaches will be investigated thoroughly and once the breach details have been found the ICO will be informed. If the investigation determines that the breach was intentional and identified the processor then disciplinary action may be taken which could include suspension or dismissal. If the investigation determines that the breach was unintentional then action will be taken to modify the process to avoid a similar breach.



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Users Compliance and Security

The group leader, the group's membership secretary and the group's social secretary must agree to abide by this policy by signing a copy of this policy.

DECLARATION

I have read and understand the policy above and I agree to comply with the conditions stated below.
I will only use the Personal data received by me from the TR Register for the purposes of communicating with members in my area for club matters.
I will keep all Personal Data in my possession secure and not allow third party access to it.
I will remove from my record any Personal Data no longer required.
I will remove all Personal Data from my records upon relinquishing the post I now hold in the club.

GLs /Controllers Name	Signature	Date
GIs contact Address		
Mem Sec/ Data Processors name	Signature	Date
Mem Sec/ Data Processors contact address		
Social secretary Name	Signature	Date
social secretary Address		